

1 January 1997

Civil Engineering

RESOURCE PROTECTION PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this operating instruction is to establish procedures to ensure that all work areas are left secured.

SUMMARY OF REVISIONS:

This is the first publication of CEC OI 32-02, substantially revising CEC OI 85-11.

1. **RESPONSIBILITY:** It is the responsibility of all Engineering Flight supervisors to ensure that this operating instruction is adhered to.

2. **EQUIPMENT CUSTODIAN:** The CEC equipment custodian will perform an annual inventory of all accountable equipment in accordance with the proper directives.

3. SECURITY OF EQUIPMENT:

3.1. The CEC work areas include many pieces of expensive equipment including survey equipment, cameras, desktop computers, photocopier, and the Kroy lettering computer. Because of this, all offices shall be locked after duty hours when not occupied.

3.2. The CEC equipment custodian is responsible for all accountable equipment. Equipment will be signed out using an AF Form 1297, Temporary Issue Receipt, in accordance with proper directives. That individual is responsible to ensure equipment is safeguarded at all times until it is returned.

3.3. Formal tool box inventory will be taken and recorded quarterly by the individual who is responsible for the tool box. All tool boxes will be locked up after duty hours.

3.4. Design references, Masterspec, Sweet's, and CD ROM library are for everyone's use; but items will not be removed from the Engineering library.

3.5. All doors and windows shall be closed and latched after duty hours. Ensure adjacent spaces are taken care of when not occupied.

4. **ENERGY CONSERVATION:** The Engineering Flight personnel must be supportive of energy conservation measures.

4.1. Radios, fans, coffee pots, and lights should be turned off whenever an office is unoccupied.

4.2. Windows shall be tightly closed in the winter season.

Supersedes CEC OI 85-11, 4 May 1993

No. of Printed Pages: 2

OPR: 341 CES/CEC (Mr. Antonich)

Certified by: 341 CES/CEC (Mr. Antonich)

Distribution: X (341 CES/CEC/CECC/CECR/CECS/CECP..... 1 ea)

5. **SAFETY MEASURES:** The following fire safety measures will be met:

- 5.1. Do not overload electrical receptacles.
- 5.2. Unplug coffee pots not in use.
- 5.3. Do not lock or block emergency fire exits.
- 5.4. Do not stack papers in front of radiators.
- 5.5. The entire building is a "no smoking" area.

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